

KING COUNTY SUPERIOR COURT INTERPRETER PAYMENT PROCEDURES

Payment for interpretation services are subject to the following guidelines. These guidelines can be exceeded only in extraordinary circumstances and only with written authorization of the court.

- (A) (1) The Court will provide interpreters for the deaf and hard of hearing in civil and criminal cases per Revised Code of Washington (RCW) Chapter 2.42.
- (2) In criminal matters, the Court will provide interpreters for non-English speaking parties in criminal cases per RCW Chapter 2.43.
- (3) In civil matters, for non-English speaking parties and witnesses, the Court will provide an interpreter at public expense if the party requesting interpreter services proves indigency through completion of an In Forma Pauperis (IFP) form and Financial Disclosure form. The Court will pay a maximum of one (1) hour service for an interpreter to assist in document preparation.
- (4) In Family Law matters, the Audit and Interpreter Committees have given Family Law Commissioners the authority to make findings of indigency and approve the appointment of interpreters at public expense in Family Law matters up to \$300 per case.
- (5) In Dependency matters:
 - (a) Deaf and Hard of Hearing: The Court will pay for sign interpreters for both at-court services and out-of-court attorney preparation.
 - (b) Non-English speaking: The Court will pay for out-of-court attorney preparation, but the State Department of Children and Family Services (DCFS) will pay for all at-court services.
 - (c) Speech impediments: The County and the State will each pay one-half of the cost for these services.
- (6) Unified Family Court Planning Conferences. The Court will pay for a maximum of one and one half (1½) hours service for an interpreter to assist each non-English speaking party at a UFC Planning Conference. At the Planning Conference, the Court will determine whether an IFP form should be approved for payment of further interpretation services for the parties. In cases where the Department of Children and Family Services (DCFS) is a party to any action

INTERPRETER PAYMENT PROCEDURES
Revised August 22, 2001

which is being heard at the planning conference, standard Interpreter Payment Procedures in dependency matters will apply.

- (B) (1) The Court will pay for actual time spent (rounded to the nearest five (5) minute interval) in providing interpreter services including waiting time from the assigned time of arrival as specified by the Office of Interpreter Services until the completion of the services for that event. The interpreter will be paid for a minimum of one-hour service for the first appointment of the day. If service is for more than one hour, or there are subsequent appointments during the day, payment will be based on actual time incurred, rounded to the nearest five (5) minute interval. Interpreters will be paid a second one-hour minimum in cases where they have performed services in the morning and need to return for a second appointment in the afternoon. However, a subsequent appointment, any part of which occurs during the initial hour of service shall not be separately compensated and shall be included in the one-hour minimum compensation.
- (2) Interpreters requested to work at both the Downtown and Regional Justice Center sites on the same day will be compensated in the following manner:
 - (a) Interpreters working at both sites during the morning or both sites during the afternoon shall be compensate a total of \$25.00 for travel time and mileage.
 - (b) Interpreters working at one site in the morning and the other site in the afternoon will **not** be compensated for travel time or mileage between sites.
- (3) Sign Language interpreters for deaf and hard of hearing jurors will be compensated as follows:
 - (a) If the deaf or hard of hearing juror is selected, Superior Court will pay for all time during which interpretation services were rendered, or for four days, whichever is greater.
 - (b) If the deaf or hard of hearing juror serves less than four days, the Court will pay for the interpreter's time secured for four days less the time for which the interpreters are able to find work. (The four days of interpretation services secured are for two days of mandatory jury duty and two succeeding days of possible trial time.) The interpreters will

INTERPRETER PAYMENT PROCEDURES

Revised August 22, 2001

provide written verification to the Court that they were not able to secure any replacement work for any of the cancelled time.

- (4) The Office of Interpreter Services has the authority to approve payment of interpreter services that may occur under 'Special Circumstances' not otherwise covered under these policies. Authorization for payment will be accompanied by either documentation and/or written explanation attached to the interpreter's voucher submitted for payment.

(C) Cancellation Policy for Matters Other than Trial:

In the event of cancellation¹ by the Court², the interpreter³ will only receive payment for reserved time for matters other than trial as follows:

- (1) No payment shall be made if the interpreter is notified more than 24 hours prior to the start time of the requested service that interpretation services are no longer needed.
- (2) If the interpreter has been reserved by the Superior Court Office of Interpreter Services for more than three (3) hours, then the interpreter shall be paid three (3) hours, or for the actual time spent waiting for notification of cancellation after the scheduled service delivery time, whichever is greater.
- (3) If the interpreter is scheduled by the Superior Court Office of Interpreter Services for less than three (3) hours, the interpreter shall be paid for the time scheduled or the actual time waiting for notification of cancellation after the scheduled service delivery time, whichever is greater.
- (4) In the event that an interpreter appears at the Family Law Calendar upon request of the Court's Office of Interpreter Services and the party fails to appear, the commissioner is authorized to approve the interpreter's appearance fee (up to a maximum of 1½ hours) even though no IFP form has been entered.

If the Court is able to utilize the interpreter's services for any other matter during this "canceled time", then the interpreter will be paid for at least the amount set forth above or for the alternate service, whichever is greater. For example, an interpreter is scheduled for 4 hours and the appointment is canceled when the interpreter shows up to

¹ Cancellation. Termination of reserved time without provision of services.

² Court: Means the King County Presiding Judge, the Criminal Presiding Judge, the Superior Court Judges, the Office of Interpreter Services, the King County Superior Court Administrator of their designated agents.

³ Interpreter: means any certified or qualified interpreter for the deaf, hard of hearing or non-English speaker as defined by RCW 2.4 and 2.43.

INTERPRETER PAYMENT PROCEDURES

Revised August 22, 2001

work. The Court finds work for 2 hours of the interpreter's time. Under the provisions of this policy, the interpreter would receive 2 hours of pay for actual time worked plus an additional 1 hour of cancellation time.

(D) Reserved Time for a Trial for Interpreters for Litigants and Impaneled Jurors:

In the event of cancellation by the Court, the interpreter will only receive payment for service as follows:

- (1) No payment shall be made if the interpreter is notified more than 24 hours prior to the start time of the requested time that the interpreter's services are no longer needed.
- (2) If the interpreter has been reserved for more than three (3) hours for a trial by the Superior Court Office of Interpreter Services and the trial ends sooner than expected, the interpreter shall be paid for three (3) hours beyond the time of actual service.

(E) Payment Process

- (1) An original Superior Court Interpreter Service Voucher form shall be used in all cases for payment, not to exceed \$35/hr for non-certified or \$45/hr for a Washington State Court certified interpreter.
- (2) In civil cases, the Superior Court Interpreter Service Voucher form must include written notification that an order appointing an interpreter in forma pauperis has been approved.
- (3) In cases exceeding the standard payment rates, a Superior Court Motion, Affidavit and Order Authorizing Service at Public Expense shall be approved by the Court prior to performance of interpretation services. The original Superior Court Interpreter Service Voucher form must be accompanied by a copy of the approved order before payment will be rendered. The Office of Interpreter Services may authorize payment exceeding the standard rates in 'Special Circumstances.' [See (B) (4)]
- (4) Vouchers must be submitted within thirty (30) days of date of interpreter service rendered or the voucher may not be honored and paid. If voucher is submitted and paid after the thirty days, a research fee of \$15.00 or 10% of the amount due, whichever is greater, will be deducted from the amount due and paid.